

3 November 1971

MEMORANDUM FOR:

SUBJECT : Career Opportunities for Women in the CS

REFERENCE : DDP Memo 1-4255, dated 27 August 1971

1. The DDP has asked for a status report on our plans, activities, and progress in the area of women's affairs in the CS and I would like to oblige with a comprehensive report on this subject which would be submitted to him around 1 December.

2. In his memorandum of 27 August 1971 (see ref) the DDP asked each area division and staff chief to designate a specialist in women's affairs who would commence immediately to review the assignments of women in his component in order to identify those whose skills and abilities qualify them for advancement to positions of greater responsibility. In my informal conversation with you several weeks ago we briefly discussed the manner in which a review of this type could be accomplished on a piecemeal basis in cooperation with personnel and support officers in your component and, where needed, with the help of CSPS, the Personnel Evaluation and Counseling Staff, the Junior Officer Board, and the office of the DDP/OP. Admittedly such a review will take some time, especially in the larger components, but it seems to me this could be accomplished in the next few months. I would hope that the effort is already well underway in your component.

3. Please advise me in writing, as soon as possible on how you are progressing in this regard so that I can inform the DDP on the overall situation in early December. Your report will become part of a broader paper on this subject which will cover the activities of the Special Panel on Clandestine Service Careers for Women which has held several meetings since it was constituted as a permanent body on 8 June 1971.

Chief, Junior Officer Affairs

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